



**Hospital General Services Administrator I
Examination Announcement**

California Department of Veterans Affairs

*Sub-Divisional Open Examination for the Following Location(s):
Veterans Home of California – Yountville*

Final Filing Date: October 17, 2011

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER	Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.
WHO SHOULD APPLY:	Candidates who meet the minimum qualifications as stated below may apply for this examination at any time. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.
HOW TO APPLY:	<p>Submit an Examination Application (STD. Form 678) to the address listed below:</p> <p>Veterans Home of California - Yountville Attn: Human Resources – Testing Unit 110 California Drive Yountville, California 94558</p> <p>All mailed applications must be postmarked no later than the final filing date or will not be accepted for any reason. Applications that are personally delivered or sent via interoffice mail must be received at the above address before the close of business 5:00 p.m. on the final filing date or will not be accepted for any reason.</p> <p>Submit applications only to address indicated above. Do not submit to the State Personnel Board.</p> <p>NOTE: Only applications with original signature will be accepted. Facsimiles (FAX) or emailed applications will not be accepted under any circumstance.</p>
APPLICATION REQUIREMENTS	<p>It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement on the date you submit your application. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.</p> <p>NOTE: All applications/resumes must include: “to” and “from” date (month/day/year); time base; and class title. College course information must include title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable). Applications/resumes received without this information may be rejected.</p>
MINIMUM QUALIFICATIONS	<p>Experience: One year of supervisory experience in the area of janitorial/housekeeping, laundry, transportation, clothing center management, procurement, property and equipment, ware housing, or business services. (Additional education in hospital or health care administration, or a one year internship in a hospital or its equivalent, may be substituted for the required experience on a year-for-year basis.)</p> <p>and</p> <p>Education: Equivalent to graduation from college. (Additional qualifying experience may be substituted for the required education on the basis of one year of experience for two years of education.)</p>
SALARY RANGE	\$3,845.00 - \$4,622.00
THE POSITION	Under direction, to assist in planning, organizing, coordinating and administering the general services operation at a State Veterans Home; and to do other related work.

See Reverse Side for Additional Information

SPECIAL PERSONAL CHARACTERISTICS	Sympathetic understanding of the problems of a geriatric population.
KNOWLEDGE AND ABILITIES	<p>Scope of the Examination:</p> <p>Knowledge of:</p> <ol style="list-style-type: none">1. Materials, equipment, methods, and occupational classifications used in the general service functions of a State Veterans Home.2. Principles, procedures and techniques of assisting in the administration of a large complex of service support functions.3. Principles and practices of personnel management, effective supervision and staff development.4. Safety principles to ensure that all safety rules and guidelines are followed.5. Record keeping and reporting procedures in order to generate reports, etc.6. State and Federal law and rules affecting the general services operation of a State Veterans Home.7. Licensing and certification requirements which affect State Veterans Home operation and administration.8. Intermediate knowledge of hospital organization.9. Department's Equal Employment Opportunity (EEO) program objectives to ensure compliance and maintain a work environment free from harassment, discrimination, and to provide equal access to training and promotional opportunities/upward mobility.10. Thorough knowledge of a supervisor's role in the implementation of the Equal Employment Opportunity Program policy in hiring, promotion, and employee development and the processes available to meet equal employment action objectives.11. Thorough knowledge of operating a personal computer in order to maintain accurate records, communicate effectively and contribute to the department's needs.12. Extensive knowledge of the principles of effective supervision to develop, apply, and maintain uniform standards, professional conduct, and acceptable work performance of staff while completing assigned tasks.13. Scheduling staff in order to meet needs and best utilize personnel. <p>Ability to:</p> <ol style="list-style-type: none">1. Plan, organize, and direct the work of others to create and maintain a safe and effective work environment.2. Analyze situations accurately and adopt an effective course of action in order to deal with situations encountered on the job while maintaining a safe and hostile free working environment.3. Identify the need for and implement changes in delivery of services.4. Maintain production standards and schedules.5. Keep records and prepare reports in order to effectively document information.6. Effectively contribute to the department's Equal Employment Opportunity objectives in order to ensure compliance and maintain a work environment free from harassment and discrimination.7. Establish and maintain cooperative interrelationships with individuals, co-workers and residents in the course of work.8. Communicate effectively, both verbally and in writing, in order to provide information, respond appropriately, and complete work assignments at the Veterans Home.9. Establish good working relationships outside of the department and internally.10. Analyze time and motion to evaluate work and adjust scheduling for efficiency.

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EXAMINATION INFORMATION	<p>This examination will consist of a qualification appraisal interview only. In order to obtain a position on the eligible list, a minimum rating of a 70% must be attained in the interview. COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED. Accepted applicants are required to bring either a photo identification card or two forms of signed identification to the interview.</p> <p>Qualifications Appraisal – Weighted 100%</p> <p>If conditions warrant, this examination may utilize an evaluation of each candidate’s experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his/her application. List all experience relevant to the “Requirements for Admittance to the Examination” shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted but read the “Requirements for Admittance to the Examination” carefully to see what kind of information will be useful to the staff doing the evaluation.</p>
SPECIAL TESTING ARRANGEMENTS	<p>If you have a disability and need special testing arrangements, mark the appropriate box on the “Examination Application”. You will be contacted to make special arrangements. If you have any questions, you may contact Human Resources at (707) 944-4550.</p>
VETERANS PREFERENCE POINTS / CAREER CREDITS	<p>Veterans’ Preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested, these points through the State Personnel Board. Due to changes in the law, effective January 1, 1996, Veterans who have achieved permanent civil service status are not eligible to receive Veterans preference credits.</p>
ELIGIBLE LIST INFORMATION	<p>The resulting eligible list will be used to fill vacancies at the Veterans Home in Yountville. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.</p>

General Information

For an examination with a written feature, it is the candidate's responsibility to contact **Human Resources in Yountville, California, (707) 944-4550**, three days prior to the written test date if he/she has not received his/her notice of appointment.

For an examination without a written feature, it is the candidate's responsibility to contact **Human Resources in Yountville, California, (707) 944-4550**, three weeks after the final filing date if he/she has not received his/her notice.

If a candidate's notice of oral interview or performance test fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at www.jobs.ca.gov, State Personnel Board offices, local offices of the Employment Development Department and the testing department on this job bulletin.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The testing department reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

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General Information, Continued

Veterans' Preference Points: California Law (Government Code 18971-18978) allows the granting of Veterans' Preference Points in Open entrance and Open, Non-Promotional entrance examinations. Veterans' Preference Points will be added to the final score of all competitors who are successful in these types of examinations, and who qualify for and have requested these points by mail. **In Open (only) entrance examinations, Veterans' Preference Points are granted as follows:** 10 points for veterans, widows, and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. **In Open, Non-Promotional entrance examinations, Veterans' Preference Points are granted as follows:** 10 points for veterans and 15 points for disabled veterans. Employees who have achieved permanent State civil service status are not eligible to receive Veterans' Preference Points. Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference Points. Veteran status is verified by the State Personnel Board (SPB). Directions to apply for Veterans' Preference Points are on the Veterans' Preference Application (STD. Form 1093) which is available at www.spb.ca.gov or from the State Personnel Board, 801 Capitol Mall, Sacramento, CA 95814 and the Department of Veterans Affairs.

Career Credits: In open, non promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full-time employees of the state who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirement specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their service status in the appropriate section of the application Form 100-678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall and Sacramento).

Felony Disqualification: You are disqualified from being employed as a peace officer if: (1) You have been convicted of a felony in California or any other state; (2) you have been convicted of any offense in any other state which would have been a felony if committed in California; (3) you have been charged with a felony and adjudged by a superior court to be mentally incompetent; (4) you have been adjudged addicted or in danger of becoming addicted to narcotics, convicted, and committed to a State institution. If you have been convicted of a felony, you may be allowed to participate in this examination if your conviction(s): (1) has/have been sealed under Penal Code Section 851.7, 851.8, 1203.45, or Health and Safety Code Section 11361.5; (2) has/have been expunged or is/are expugnable pursuant to Health and Safety Code Section 11361.5 regarding marijuana offenses; (3) was/were stipulated or designated to be a lesser included offense of marijuana possession under Health and Safety Code Section 11557 or 11366.

TTY is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device. **(707) 944-4560.** California Relay Service for Hearing Impaired Only **(800) 735-2929.**

It is an objective of the state of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service and the special trust placed in public servants.

End.